



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 10-1	Subject: PURPOSE, MISSION and MANAGEMENT PHILOSOPHY	
Reference: DOC 1.1.1 ; 46-18-101, MCA ; 46-23-1002, MCA ; 46-23-1004, MCA ; 53-1-203, MCA ; Constitution of the State of Montana : Article II, Section 28; Article XII, Section 3;	Page 1 of 2	
Effective Date: 06/29/01	Revision Dates: 10/29/01; 3/14/03; 10/06/08	
Signature / Title: /s/ Ron Alsbury		

I. BUREAU DIRECTIVE:

The intent of this procedure is to communicate the purpose, mission and management philosophy of the Probation & Parole Bureau.

II. DEFINITIONS:

Adult Community Corrections Division (ACCD) Administrator – The Administrator responsible for the overall administrative functions of the Adult Community Corrections Programs. The Division includes seven separate bureaus/units, including the Probation & Parole (P&P) Bureau. The Administrator reports directly to the Director of the Department of Corrections (Department).

Probation & Parole Bureau Chief (Bureau Chief) – The manager responsible for the overall administrative functions of the P&P Bureau (Bureau). The Bureau includes Adult Probation & Parole services, Intensive Supervision Programs and Institutional Probation & Parole services.

III. PROCEDURES:

A. Purpose

The Bureau provides supervision of convicted adult felons. Supervision entails monitoring the conditions of probation and parole, activities and behavior of the offenders, counseling and control of offender movements between programs and jurisdictions. Probation & Parole Officers (Officers) also serve as a referral source for offender programming.

B. Adult Community Corrections Division Mission Statement

“The Adult Community Corrections Division promotes the mission of the Department by providing effective supervision and alternative programs for offenders. Offender supervision and programming will be delivered in a professional manner that is supportive of the needs and concerns of crime victims and their families, as well as the needs and concerns of all citizens within the communities we serve.”

C. Probation & Parole Bureau Goals

By integrating the delivery of services, the Bureau strives to achieve its mission by:

- Building trust with, and enhancing the safety of, the citizens of Montana through quality supervision.
- Assisting victims of crime by referral to victim resources, collecting restitution, victim mediation, and recognizing and respecting their rights.

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- Assessing the offender's risks and needs, then providing appropriate supervision.
- Assisting offenders in skill development, education, treatment and training.
- Assisting offenders in acquiring positive role models through professional conduct and mentoring.
- Supervising offenders in community based correctional programs as an alternative to prison incarceration.
- Referring offenders to appropriate assessment and treatment services and monitoring attendance and progress.
- Complying with legal mandates of the courts.
- Ensuring that all Bureau employees are visible and viewed as professionals in the field of corrections by closely monitoring and supervising offenders through community networking.
- Providing surveillance of offenders.
- Enforcing the conditions (standard and special) of supervision ordered by the sentencing court or Board of Pardons and Parole.

D. Probation & Parole Bureau Objectives

The Bureau, with input from staff at all levels, will formulate measurable objectives which contribute to the Department's ability to operate within the Constitution and state law, support its mission and achieve its goals. These objectives will be clear, concise and identify specific dates for implementation.

At least once a year, the ACCD Administrator will review and approve the Bureau's objectives. The review will attempt to identify the success of meeting prior objectives, how meeting the objectives supported division and department goals, and establish new objectives.

E. Probation & Parole Bureau Management Philosophy

In carrying out the mission of the Bureau, the following management philosophy and principles will be adhered to:

- Programs will be managed through the use of effective supervision techniques and quality management principles that incorporate team problem solving, employee participation, openness, respect for the chain of command and the delegation of decision making, authority and responsibility to the lowest effective level.
- Effective internal and external communication will be emphasized ensuring accurate and timely consultation with the Director and adherence to Bureau procedures and standards.
- Participatory involvement of staff will be required in all facets of mission and program development.
- Short and long-term objectives will be developed in all programs and will be considered key elements in determining effective staff performance.
- Programs will operate within allocated budget limits and will delegate budget management authority to subordinate levels of supervisor/management staff to broaden ownership and accountability for expenditures at all management levels.

IV. CLOSING:

Questions concerning this procedure shall be addressed to the Bureau Chief